

Using Macros and Buttons

Microsoft Excel allows you to record the steps that you carry out within a spreadsheet. These recordings are called MACROS and they can be played back as often as required. You can assign a shape to represent a MACRO. In this way the user of the spreadsheet can simply click on the shape (button) to run the MACRO.

Using a Simple Discount Table

To see how MACROS and BUTTONS work a simple discount system for a retail store will be set up. It offers discounts of 5%, 10% or no discount at all depending on the time of year.

A Opening a Sample File

- 1 Load Microsoft Excel or close the current file.
- 2 Click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or menu, access the CHAPTER 16 folder of the EXCEL 2016 SUPPORT FILES, load the file:

Macros

and select YES to the READ-ONLY dialogue box.

B Setting a 5% Discount Macro

The first macro will add 5% discount in the DISCOUNT ALLOWED column.



2 On the Macintosh system open the VIEW tab and click on the RECORD MACRO icon.

| Record Macro ? × | | | |
|-------------------------|--|--|--|
| Macro name: | | | |
| Shortruit key | | | |
| Ctrl+ | | | |
| Store macro <u>i</u> n: | | | |
| This Workbook 👻 | | | |
| Description: | | | |
| | | | |
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| | | | |
| OK Cancel | | | |

NOTE: MACRO names cannot have spaces or contain mathematical symbols such as %, *, etc.

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| C9 | | √ _f _x | =IF(B9<>"",5%, | "") < | | 5 Move the cursor to cell C9, enter the |
| | Δ | B | C | | F | formula: |
| 1 | Selanyt | hing Depart | ment Store | | | =IF(B9<>"",5%,"") |
| 3 | [| Discounted It | ems | | | and click on the ENTER button |
| 4 | | | | | | and click off the ENTER button. |
| 5 | | 3-Nov-15 | | | | |
| 6 | | | | | | |
| - | | Normal | Discount | Dircounted | | |
| 8 | Item | Price | Allowed | Price | | |
| 9 | Car Alarm | \$450.00 | 0.05 | \$427.50 | | 6 Autofil the formula down to call C17 |
| 10 | Lounge Suite | \$1,550.00 | 0.05 | \$1,472.50 | | 6 Autonii the formula down to cell CT7 |
| 11 | Colour TV | \$995.00 | 0.05 | \$945.25 | | as we may want to add more items |
| 12 | Video Recorder | \$595.00 | 0.05 | \$565.25 | | do we may want to add more items |
| 13 | Air Conditioner | \$3,525.00 | 0.05 | \$3,348.75 | | to the table at a later date. |
| 14 | | | | | | |
| 15 | | | | | | |
| 10 | | | | | | |
| 17 | | | | | | |
| 10 | | | | | | |

NOTE: The formula looks to see if there is an entry in the cell to the left of the DISCOUNT ALLOWED column. If there is, 5% is entered, otherwise a blank space is inserted.

Greg Bowden Q, Share



NOTE: On the Macintosh system a STOP RECORDING button is added to the VIEW tab of the RIBBON.

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| Clip | board 🗔 | For | nt | 5 | Alignn | nent | rs Number | 5 Styles | | | | | | |
| C9 | C9 \checkmark : \times \checkmark f_x =IF(B9 \diamond "",5%,"") | | | | | | | | | | | | | |
| | А | | в | С | D | E | FG | Н | | | | | | |
| 1 | Sela | anythin | ig Depa | rtment Sto | re | | \sim / | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | Discounted Items | | | | | | | | | | | | |
| 4 | | | | | | | 8 Re-highlight cells C9 to C17, open | | | | | | | |
| 5 | | | 3-NOV-15 | | | the HOME tab in the RIBBON an | | | | | | | | |
| 7 | | | | | | 1 | format the cells | to PERCENT with no | | | | | | |
| | | | Normal | Discount | Discounted | | de s'as a la la ser | to I Enceliti with ho | | | | | | |
| 8 | Item | | Price | Allowed | Price | | decimal places. | | | | | | | |
| 9 | Car Alarm | | \$450.00 | 5% | \$427.50 | | | | | | | | | |
| 10 | Lounge Suite | | \$1,550.00 | 5% | \$1,472.50 | | | | | | | | | |
| 11 | Colour TV | | \$995.00 | 5% | \$945.75 | | | | | | | | | |
| 12 | Video Recorder | | \$595.00 | 5% | \$565.25 | | | | | | | | | |
| 13 | Air Conditioner | | \$3,525.00 | 5% | \$3,748.75 | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 17 | | | | | ¥ | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |

C Setting a 10% Discount Macro

A second macro to set a discount of 10% will be created in the same way to the previous macro.

- 1 Position the cursor at any cell other than cell C9.
- 2 Open the VIEW tab in the RIBBON, click in the arrow at the base of the MACROS icon and select RECORD MACRO (or click on the RECORD MACRO button).





NOTE: A discount of 10% should now be applied to all the items.



D Setting a No Discount Macro

We also need a macro that sets the DISCOUNT ALLOWED column to zero when no discount is to be given.

